

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 06-07 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 14 June 2006

**LAST DATE FOR FILING APPLICATION IS:** 6 July 2006 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	(        )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	(        )	Other:

**PROJECT NUMBER:** **NORF HD1**

**PROJECT TITLE:** **Study and Design, Building Renovations for Various Buildings under the Control of the Norfolk County Commissioners**

**PROJECT LOCATION:** **Norfolk County**

**APPROPRIATION SOURCE:** **Bonding**

**AVAILABLE AMOUNT:** **N/A**

**ESTIMATED CONSTRUCTION COST:** **N/A**

**TOTAL FEE**, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

<input checked="" type="checkbox"/> )	Lump sum established set fee per C.7, §38G(a)	\$300,000.00	Dollars
(		<hr/>	

**IMMEDIATE SERVICES AUTHORIZED:**

☒ ) CERTIFIABLE BUILDING STUDY  
(

☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
(

☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
(

☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS  
(

☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
(

☐ ) OTHER  
(

**MBE/WBE PARTICIPATION:**

Norfolk County has established minimum goals of 5% MBE participation for the combined value of the study and final design contracts for this project. MBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. All applicants shall undertake in good faith affirmative actions measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age or sex. Applications from MBE firms as prime consultant are encouraged.

- N.B.1: This contract will be a “house doctor” contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the advertised lump sum fee.
- N.B.2: The County of Norfolk may award up to four [4] contracts to qualified designers under this contract.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

This contract is limited to projects with an estimated construction cost of \$1,000,000 or less, as per M.G.L. C. 7 §40B, as amended by C. 159 §15 of the Acts of 2000 and §22 of the Acts of 2002. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAM Director of Programming before final design can proceed.** Master plans and studies or designs for new construction may not be performed under this contract.

Repair and renovation of buildings and MEP systems, including roofs, windows and doors, plumbing, HVAC and electrical systems, elevators, elevator upgrades, and access improvements.

**GENERAL CONDITIONS FOR THIS CONTRACT:**

*Contract*

The applicant agrees to execute *DCAM Form C-2 Contract for Designer's Services*, or its successor, without revisions or modifications.

*Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

*Construction Specifications*

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

*Universal Design*

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Uniformat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf>.

**CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.**

- |  |                          |
|--|--------------------------|
| 1. Architect   | 4. Structural Engineer   |
| 2. Mechanical Engineer (HVAC/Plumbing/Fire Protection) | 5. Specifications Writer |
| 3. Electrical Engineer                                 | 6. Cost Estimator        |

If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

**APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |  |   |
|--|---|
| 1. Architectural renovations and repairs                       | 5. HVAC systems renovation and repair       |
| 2. Renovation and repair built-up and membrane roofing systems | 6. Electrical systems renovation and repair |
| 3. Building enclosure renovation and repair                    | 7. Elevator renovation upgrades             |
| 4. Plumbing systems renovations and repair                     | 8. Access improvements                      |

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and Instructions is included with this Notice, and is available for download at [http://www.mass.gov/cam/forms/fi\\_dselectboard.html](http://www.mass.gov/cam/forms/fi_dselectboard.html). If you or any of your sub-consultants use other forms, or don't follow the instructions, or deliver it to the DSB Office after the deadline, your application will be rejected.